

# MISSOURI CITY COMMUNITY CENTER

1522 Texas Parkway, Missouri City, TX 77489

## AUDITORIUM RENTAL APPLICATION



### Parks & Recreation Department

1522 Texas Parkway  
Missouri City, TX 77489

281-403-8637

[www.missouricitytx.gov](http://www.missouricitytx.gov)



**MISSOURI CITY COMMUNITY CENTER**

1522 Texas Parkway, Missouri City, TX 77489

281-403-8637 Phone / 281-261-4315 Fax

[www.missouricitytx.gov](http://www.missouricitytx.gov)**Applicable Rules and Regulations**

Thank you for considering the Missouri City Community Center for your function. The Community Center shall be available for private use to all ad valorem taxpayers of the City, as reflected on the current year's tax roll, and to all residents and non-residents of the City in accordance with the following terms and conditions set forth below.

**RESERVATIONS:** All reservations must be made by applying at the Missouri City Parks and Recreation Department offices, at 1522 Texas Parkway, Monday – Friday from 8:00 a.m. – 5:00 p.m. with a valid picture I D of the renter. Reservations cannot be made over the telephone or via fax. Reservations will be taken on a first-come, first served basis in accordance with the guidelines and policies of the City. It is the policy of the City to make the Community Center available for rental use, as set forth in this document, to as broad a spectrum of groups and individuals of the City as is feasible. The City reserves the right to adopt rules and fee schedules that promote this policy. Your rental fees include the provision of a Rental Caretaker to assist you during the entire rental.

The Community Center is available seven days a week, from 8:00am until 2:00am. No reservation can continue later than 2:00am. The renter, their guests, and any contractors must vacate the premises no later than 2:00am. It is extremely important exact ending time is established at the time the reservation is made so as to insure facility staff's availability. Applicants are limited to the hours specified on their rental application/receipt, and applicants will only be allowed inside the building during the hours set forth and approved; [therefore, no deliveries prior to nor retrieval of equipment following reserved time.](#)

\_\_\_\_\_ (initial)

**ALL fees and charges associated with the rental, as set forth in this document, must be PAID IN FULL at the time the reservation is made. ONLY EXCEPTION: Event Security as noted in this document. Credit Cards, Checks, or Cash may be used for payment.**

Please note that you will be charged for ALL time that is associated with your reservation. This includes the pre-event set-up, the actual event, and the post-event take down. ALL FEES are calculated on half-hour and one-hour increments only!

\_\_\_\_\_ (initial)

**AUDITORIUM**

<b>FEES:</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
Sun-Thurs	\$65/hour 3 hour minimum	\$75/hour 3 hour minimum
Fri & Sat	\$75/hour 4 hour minimum	\$85/hour 4 hour minimum

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**Fees are increased on recognized holidays& holiday weekends** – New Years Day, Good Friday, Easter Sunday, [Memorial Day](#), [Labor Day](#), Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, [and any weekend immediately prior to or following above holiday.](#) [The Auditorium is NOT available July 3 – 5<sup>th</sup>.](#)

### ELIGIBILITY:

- In order to receive resident rental rates, the person making the reservation is required to provide a valid/current driver's license or Texas I.D. with picture along with current electric/water bill in renter's name to prove residency. Applicants that have an address that does not fall within the corporate city limits will not receive resident rates. (Please note: Your mail may be delivered to a Missouri City address and you may live outside the corporate boundaries of Missouri City, therefore do not pay taxes to the city.)
- Applicants must be 18 years of age or older to rent the Community Center. \_\_\_\_\_ (initial)

### COMPLIANCE WITH APPLICABLE RULES, REGULATIONS AND LAWS:

- The person making the reservation is required to be present at the Community Center and available to the Rental Caretaker during the entire course of the rental period. If person who made the reservation and signed the contract agreement is not on site at the function, all attendees may be subject to removal and event may be cancelled.
- Under SPECIAL CIRCUMSTANCES, a caterer, decorator or designated proxies may serve as the contact person during any portion of the rental.
- The person who made the original reservation is the only person able to make time modifications, make inquiries, and conducts all transactions related to the rental. Any contract modifications must be made **a minimum of 14 calendar days** prior to the scheduled event date.
- Renters using the Community Center must comply with all Federal, State, and Local laws.
- The renter assumes full responsibility and liability for the acts and omissions of his/her invitees, licensees, guests, relatives, friends, and their respective invitees and licensees, that may result in a violation of any terms and conditions set forth in this agreement.
- The Community Center cannot be subleased to any other party or re-assigned to another group or organization.
- If event is a non-profit fund raising activity, the Renter must provide 501C-3 certification. **Liability Insurance will be required for public events.** All fund-raising activities must have Director's approval. \_\_\_\_\_ (initial)

### DEPOSITS:

- If alcohol is to be served or consumed, a \$400.00 deposit is required. Alcohol is defined as ANY form of consumable alcohol. This includes a ceremonial "toast" beverage.
- If alcohol is not served or consumed, a \$250 deposit is required.
- Deposits are FULLY REFUNDABLE, provided no damages to the facility or equipment are incurred or any other charges need to be deducted. \_\_\_\_\_ (initial)

### DEPOSIT REFUNDS:

- All refunds will be mailed to the renter within 30 business days following the event.
- Please note that any additional "day-of-event" charges may be deducted from your DEPOSIT (example: with agreement of caretaker and security renter chooses to extend rental reservation by an hour on the day of the event) The deposit will be used to reimburse the City for any repairs, replacements, or for any property of the Community Center that is damaged or lost as a result of the rental. Additional charges will be billed to the renter if damages exceed the amount of the deposit.
- The City of Missouri City reserves the right to increase the deposit fee or deny any application based on the applicant's past rental history or the type of the event. \_\_\_\_\_ (initial)



#### PERSONAL LOSSES AND DAMAGES ARISING AT RENTAL FUNCTION:

- The City of Missouri City is not responsible for lost, damaged, or misplaced property placed in or on its facilities or grounds. Furthermore, the City of Missouri City is released and discharged from any and all liabilities for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Community Center and its grounds.
- Decorations or set up items may not be delivered before the day of your event, nor may they remain in the facility following your event for future pick up. \_\_\_\_\_ (initial)

INDEMNIFICATION: The Renter agrees to indemnify and hold harmless the City of Missouri City, its officers, agents, and employees from any and all actions, claims, costs, damages and expenses, including but not limited to attorney's fees and court costs, arising out of the use of the Community Center by the renter. Furthermore, such indemnification shall apply with respect to all acts of omissions of the renter, renter's invitees, licensees, relatives, friends, and their respective invitees or licensees associated with the rental use of the Community center. \_\_\_\_\_ (initial)

#### ALCOHOL BEVERAGES:

- During the course of an event where alcohol is served or sold, the City reserves the right to require additional Missouri City police officers, limit the number of invitees, or to close down the event early if the City determines it to be in the best interest of public safety and necessity.
- Please note that in the event that your function is closed down early, there will be no refund of any fees and charges. \_\_\_\_\_ (initial)

SMOKING: The Missouri City Community Center is a "Smoke Free Facility". Smoking is prohibited inside the entire complex. Please instruct your smoking guests to use the plaza area, where smoking receptacles have been provided. \_\_\_\_\_ (initial)

#### YOUTH GROUP RESTRICTIONS:

- Groups that are comprised of youth seventeen years of age and younger are required to have one adult chaperone for each twenty youth in attendance.
- The adult chaperones must be present **and in the room of the function** at all times.
- Attendance numbers must be accounted and declared at time of reservation. **Invited guests or purchased tickets only.**
- Failure to comply could result in the event being terminated early and fees forfeited. \_\_\_\_\_ (initial)

#### DECORATIONS:

- All decorations that are to be attached to the physical structure and the means for attaching the same to the walls, ceilings, floors, tables, chairs, fixtures or plant materials of the Community Center must be pre-approved.
- The use of dance wax, bird seed, rice or similar items are expressly prohibited from being used in the Community Center or on the surrounding grounds.
- Failure to comply with this policy could result in the forfeiture of your deposit.
- Bubble or fog machines are prohibited.
- The electrical capacity of the Community Center is limited to 110 volts. Any special electrical needs of your event should be discussed at time of reservation. \_\_\_\_\_ (initial)

#### TABLE COVERINGS:

- Table coverings must be used on all tables where food and beverage will be served or consumed. Only cloth and plastic table coverings are allowed, absolutely no paper table coverings may be used. \_\_\_\_\_ (initial)

#### OPEN FLAMES:

- Absolutely no open flames, flame producing devices, or any inflammable/combustible materials are allowed inside the Community Center. This includes but is not limited to the following: **candles**, torches, incense burners, and charcoal grills.
- Failure to comply with this policy could result in forfeiture of your deposit and possible termination of your event.
- Sterno pots are allowable to keep food warm in serving dishes. \_\_\_\_\_ (initial)

#### CATERING:

- The City strongly encourages any renter using a caterer, to have the caterer schedule a site visit in advance of the rental function. Parks and Recreation Department staff will give them a tour of the kitchen facilities, loading/unloading docks, and equipment available to caterers.
- Caterer set up time needs to be included in any rental set up time.
- If rental is serving food to the general public, it is highly recommended that only Missouri City certified or registered caterers provide this function **and a Temporary Food Permit be obtained**. \_\_\_\_\_ (initial)

FOOD & SPECIAL EVENT PERMITS: Any event open to the public or advertised to the general public with food being served, a SPECIAL EVENTS PERMIT and a TEMPORARY FOOD PERMIT are required. These are obtained at the Permits Office – **Monday – Friday 8:00 am – 5:00 pm -** (281 403 8559) next to the Community Center. \_\_\_\_\_ (initial)

#### EQUIPMENT:

- The individual making the reservation agrees to familiarize themselves with the Community Center and available equipment before completing the reservation process.
- The City of Missouri City provides only the equipment listed on the rental application. All other needed supplies or equipment must be furnished by the applicant.
- The City of Missouri City will not be responsible for any equipment, supplies, or decorations brought into the facility for the reservation.
- Applicant will assume liability for the cost of repairing any damaged City equipment or property. This fee will be deducted from the deposit paid at time of reservation and the City will bill the renter any amount beyond that deposit.  
Lobby furniture (couch pieces and tables) are NOT to be moved or removed from current location without written consent from the Recreation Superintendent. \_\_\_\_\_ (initial)

INSURANCE: The City of Missouri City reserves the right to require applicants to provide liability insurance/property damage insurance/other coverage when deemed necessary to protect the public and the City's property and equipment. \_\_\_\_\_ (initial)

FACILITY NOT OPEN: If for any reason the Community Center building/room is not open at the established set up or event time as stated on your receipt, please call the Missouri City Police Department Dispatch at **281 403 8700**. You **MUST** have receipt with you at the time, and a Parks and Recreation Department Staff will be contacted to open the facility. \_\_\_\_\_ (initial)

### RENTAL CARETAKER:

- A Rental Caretaker will be assigned to your function and will be on site for the entire rental.
- The caretakers are responsible for opening the facility, introducing themselves to the rental contact person, enforcing all policies and procedures associated with facility rentals, assisting with the set-up, adjusting air temperature as needed, emptying trash receptacles, maintaining restrooms, cleaning up spills and any other reasonable request made of them by the renter.
- The caretaker is required to be on site 15 minutes prior to your scheduled event in order to thoroughly check the facility [before your entry](#).
- Any additional time spent closing the facility at the end of the rental will be deducted from the deposit. \_\_\_\_\_ (initial)

**Rental Caretaker: \$12.00 per hour ( \$15.00 per hour for holidays and holiday weekends. )**

**Please note that there are several forms that the renter is required to complete on the day of the function. Your cooperation will be greatly appreciated.**

### CUSTODIAL SERVICES:

- The City requires that the renter pay for the Custodial services associated with their rental. This insures that the facility is cleaned to the standards established by the Parks and Recreation Department.
- The only clean-up responsibility the renter has is to remove any and all materials, supplies, signage, and decorations they brought into the facility for their function. Please note that any items left in the facility upon the departure of the renter, will be disposed of. The City does not provide pre or post event storage. \_\_\_\_\_ (initial)

**Janitorial Fee: \$110.00 per day**

### KITCHEN FACILITIES:

- The Civic Auditorium has a fully equipped commercial kitchen facility, which may be used by the rental customer and their caterer.
- Equipment includes: electric stovetop and oven, refrigerator, three basin sink, hand washing sink, ice machine, commercial coffee service, microwave oven, and ample stainless steel counter space with serving port. \_\_\_\_\_ (initial)

**Kitchen Rental Fee: \$75.00 per day**

### SECURITY:

- The City requires that a minimum of one certified Missouri City police officer be on the premises during all events that have over fifty individuals in attendance where no alcohol is served. Security will be assigned to all events with alcohol present.

#### **Security Needs:**

No Alcohol Events	Events with Alcohol
1-50 = no officer	1-150 = 2 officers
51-150 = 1 officer	151-300 = 3 officers
151-300 = 2 officers	301-500 = 4 officers
301-500 = 3 officers	{Over 500 requires executive decision}

**Security Fee: \$35.00 per hour, (\$50 Holidays) per police officer, for a minimum two hours must be paid in cash to the Missouri City Police Department no later than two (2) weeks prior to event.** Please note that it is the responsibility of the renter to make all security payments. Arrangements with the Off-Duty Job Coordinator at the Public Safety Headquarters, 3849 Cartwright, are to be made by calling Dan Flagg @ 281.403.8705 to schedule payment.

- The officers are scheduled through the Missouri City Police Department – no exception.
- The number of officers for your event is determined by the number of attendees and if alcohol is served. \_\_\_\_\_ (initial)

**CANCELLATIONS & CHANGE FEES:** A \$10 administrative fee will be assessed for any changes made after the initial contract is prepared.. Changes to reservations require completion of a new Rental Agreement Form. ALL CANCELLATION REQUESTS MUST BE MADE IN WRITING. If applicable, all cancellation fees will be deducted from the fees paid at the time the reservation was made, prior to a refund being processed. The following refund schedule will be strictly adhered to:

Prior to Six-Week Notice:	\$ 10.00 Administration Fee Charged
Four to Six Weeks Notice:	\$100.00 + Administration Fee Charged
Two to Four Weeks Notice:	\$150.00 + Administration Fee Charged
Twenty-Four Hours to Two Weeks Notice:	Deposit + Security Officer(s) Fee

**In the event that a reservation is cancelled with less than two weeks notice and security fee had been paid, the security refund must be obtained from the Missouri City Police Department. If security fee has NOT been paid, the scheduled amount will be deducted from the rental contract.**

\_\_\_\_\_ (initial)

Initials and Signature below indicate that the customer has read and understands the policies governing the rental of the park pavilions and gazebo.

I, the undersigned, have read and understand the above rules and regulations, which pertain to the rental of the Missouri City Community Center.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

OFFICE NOTES:

Dear Rental Customer:

Thank you for choosing the Missouri City Civic Auditorium for your function. In an effort to insure that your rental expectations and the City's requirements are met, we have assigned a Rental Caretaker to be on duty during your entire function.

The Rental Caretaker is responsible for the following matters relative to your function:

- ☐ Enforcement of rental policies & procedures.
- ☐ Opening the building for your set-up and the actual rental function.
- ☐ Managing the lighting and air temperature systems.
- ☐ Assisting with the event set-up and take-down.
- ☐ Keeping the restrooms clean and stocked.
- ☐ Emptying trash receptacles as needed.
- ☐ Sweep & mop incidental spillage.
- ☐ Provision of miscellaneous assistance to rental customer.

We need your understanding and assistance on several matters that are critical to the success of your rental. These are very important points that need to be addressed with your guests and contractors:

☐ The Community Center is a no-smoking facility. It is imperative that you and your guests understand that this policy will be strictly enforced. The Caretaker will notify you of any infractions they might observe. It would be appreciated if you were to reinforce the need for compliance with any of your guests who smoke in the building. Failure to comply could result in your rental being terminated, and no refunds being given.

☐ The fact that janitorial services are included in the contract does not allow for food, beverage, decorations and any other materials you provide for your guests to be disposed of in an improper manner. We must insist that all refuse be disposed of properly. Failure to comply could result in your rental being terminated and no refund being given.

Should you have any questions or concerns regarding your rental of the Civic Auditorium, please contact the Rental Caretaker immediately. The Caretaker will immediately contact a supervisor if they are not able to satisfy your questions or concerns. The supervisor will attempt to address the question or settle the concern by telephone first, but will come to the Center if necessary.



*Effective  
June 2, 2009*

## **Missouri City Community Center Security**

### **Policy**

The City of Missouri City must ensure the safety and security of all persons who enter into a rental agreement for the Missouri City Community Center for private events. To that end, the City has designated the Missouri City Police Department to ensure event decorum is maintained during such events. The police department will provide guidelines for the off-duty work by its officers at the Community Center for such events. These guidelines are designed to maintain accountability and are essential for the enjoyment of all persons who enter the Community Center.

### **Purpose**

The purpose of this is to set forth guidelines to assist the Missouri City Parks and Recreation Department in coordinating off-duty certified police officers to meet the security needs for some of the private events at the Missouri City Community Center.

### **General Procedures**

The coordination of off-duty officers shall be handled by the police department's **off-duty work coordinator. Dan Flagg – 281 403 8705**

#### **A. Community Center Off-duty Work – Rates;**

1. The rate of \$35 shall be charged per hour for each officer as prescribed herein.
2. There shall be a two-hour minimum amount charged for each officer for each event required.
3. The fee must be paid to the police department's off-duty work coordinator, in cash.
4. Renter must take contract/receipt with them to verify rental.
5. After assuring the rental has been made at the Missouri City Community Center, the person/s renting the Community Center shall contact the police department off-duty work coordinator after securing the rental to determine fees for off-duty officers.
6. The off-duty work coordinator may be contacted at the Missouri City Police Department, 3849 Cartwright Rd., Missouri City, Texas.
7. All fees related to off-duty work shall be paid Monday through Friday, 8:00 a.m. – 4:00 p.m.
8. The renter must bring the exact amount due.
9. The fee for recognized holidays - New Year's Eve and New Year's Day, Martin Luther Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day - shall be charged a rate of \$50 per hour, with a minimum of two-hours for each officer as prescribed herein.

#### **B. Community Center Off-duty Work – Staffing;**

1. Non Alcohol Events
  - a. 1 – 50 persons no officer required
  - b. 51- 150 persons require 1 officer
  - c. 151 – 300 persons requires 2 officers
  - d. 301 – 500 persons requires 3 officers
  - e. 500 or more persons requires executive staff decision

2. Alcohol Events

- a. 1 – 150 persons requires 2 officer
- b. 151 – 300 persons requires 3 officers
- c. 301 – 500 persons requires 4 officers
- d. 500 or more persons requires an executive staff decision

C. Community Center Off-duty Work – Accountability;

- 1. Once payment has been received at the police department, the police off-duty work coordinator will convey to Missouri City Parks and Recreation Community Center rental personnel, via fax or e-mail, the payment has been received and the name/s of the officer/s assigned to work the function as soon as practical.